

**FAIR EMPLOYMENT & HOUSING COMMISSION**

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**Positions Available: Legal Externs at the**  
**Fair Employment and Housing Commission**  
**(Volunteer Positions)**

The California Fair Employment and Housing Commission, located in the Civic Center area of San Francisco, is the administrative adjudicative body that conducts hearings and issues decisions in civil rights cases brought under California's Fair Employment and Housing Act. (Gov. Code, §12900, et seq.) The types of cases include discrimination and harassment in employment, housing, and public accommodation, and bias-motivated violence, prosecuted by the Department of Fair Employment and Housing. In addition, the Commission promulgates regulations interpreting the laws within its jurisdiction.

**The Commission is looking for law students with strong research and writing skills who have a demonstrated interest in civil rights, to work part or full time in Spring 2012. All legal extern positions are unpaid.**

Working with the Commission's Executive and Legal Affairs Secretary and Administrative Law Judges (ALJs), Commission legal externs' duties may include any and all of the following:

- researching case law in employment and housing discrimination
- researching legislative records in civil rights statutes
- drafting legal memoranda on discrimination and harassment issues
- participating in case meetings and presenting and discussing legal issues
- attending adjudicatory Commission hearings (trials) located in the Bay Area
- assisting in the regulatory rulemaking process
- attending Commission meetings

The Commission's legal and adjudicative staff in San Francisco is comprised of the Executive and Legal Affairs Secretary (who serves as presiding judge), two Commission Administrative Law Judges, a Staff Services Manager, and the Clerk of the Commission. We provide close supervision and mentoring for our law clerks.

To apply for an FEHC Extern position with the Commission, submit a cover letter, resume, and writing sample (5 pages or less) by mail or in person, addressed to: Administrative Law Judge Caroline L. Hunt at the above address. Deadline: **December 18, 2011**. Positions will be open until filled.